

# JOB DESCRIPTION

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| **Post Title:** | School Support Officer - Administration and Organisation (Level 3)  | **Department / Service:**  | Education  |
| **Hours:** | 37 | **Level:** | G04 |
| **Location:** | Ysgol Pencae | **Job Evaluation Number:**  | GP0003 |
| **Responsible to:** | Headteacher | **Responsible For: (Staff)** |  |

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| **Job Purpose:** |
| * Under the instruction/guidance of senior staff, be responsible for undertaking administrative/financial, organisational processes within the school.
* Assist with the planning and development of support services.
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| **Main Duties – Organisation** |
|  | Deal with sensitive reception/visitor, etc matters. |
|  | Contribute to the planning, development and organisation of support service systems/procedures/policies. |
|  | Organise school trips/events, etc. |
|  | Supervise, train and develop staff as appropriate. |

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| **Main Duties – Administration** |
|  | Manage manual and computerised record/information systems. |
|  | Analyse and evaluate data/information and produce reports/information/data as required. |
|  | Undertake typing and word processing and complex IT - based tasks. |
|  | Provide personal (administrative and organisational) support to other staff. |
|  | Provide administrative and organisational support to the Governing Body. |
|  | Undertake administration of complex procedures. |
|  | Complete and submit complex forms, returns, etc including those to outside agencies, eg National Assembly for Wales. |
|  | Manage the procedures for notifying the relevant body of staffing/payroll changes for implementation. |

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| **Main Duties – Resources** |
|  | Operate relevant equipment/complex ICT packages. |
|  | Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required. |
|  | Manage uniform and other sales within the school. |
|  | Provide advice and guidance to staff, pupils and others. |
|  | Undertake research and obtain information to inform decisions. |
|  | Assist with procurement and sponsorship. |
|  | Assist with marketing and promotion of the school. |
|  | Manage administration of facilities, including use of school premises. |
|  | Undertake complex financial administration procedures. |
|  | Manage expenditure within an agreed budget. |

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| **Main Duties – Responsibilities**  |
|  | Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |
|  | Be aware of and support difference and ensure equal opportunities for all. |
|  | Contribute to the overall ethos/work/aims of the school. |
|  | Establish constructive relationships and communicate with other agencies/ professionals. |
|  | Attend and participate in regular meetings. |
|  | Participate in training and other learning activities and performance development as required. |
|  | Recognise own strengths and areas of expertise and use these to advise and support others. |

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| **Duties and Responsibilities – Corporate**  |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** ……………………………..

Employee’s Name and Signature

Approved by

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post:** **School Support Officer - Administration and Organisation (Level 3)**

**Date:**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| **Knowledge & Skills** | Experience of development, management and operation of administrative systems. | AF/I | E |  |
| NVQ3 or equivalent qualification, or experience in relevant discipline. | AF/I | E |  |
| Very good numeracy/literacy skills. | AF/I | E |  |
| Effective use of ICT and other specialist equipment/resources.  | AF/I | E |  |
| Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. | AF/I | E |  |
| Very good ICT skills. | AF/I | E |  |
| Ability to relate well to children and adults. | AF/I | E |  |
| The ability to communicate in Welsh is essential.The ability to communicate in Welsh is desirable. | AF/I | E | D |
| **Supervision & Management** | N/A |  |  |  |
| **Creativity & Innovation** | Ability to self-evaluate learning needs and actively seek learning opportunities. | AF/I | E |  |
| **Contacts &** **Relationships** | Work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these. | AF/I | E |  |
| **Decisions / Recommendations** | N/A |  |  |  |
| **Resources** | N/A |  |  |  |
| **Physical Demands** | Normal physical demands of the role. | AF/I | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)

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| **Expected Skill/Level Equivalent** | **Level 1****Induction/Basic Skills** | **Level 2** | **Level 3****Specialist Knowledge/skills** | **Level 4****Specialism/Higher Level Teaching Assistant MGT Responsibilities** |
| **Teaching Assistant Supporting & Delivering Learning** | **Working under direction/ instruction****Supporting access to learning*** welfare/personal care
* small groups/one to one
* general clerical/organisational support for teachers
 | **Working under instruction/ guidance****Enabling access to learning*** welfare/personal support – SEN
* delivery of pre-determined learning/care/support programmes
* implement literacy/numeracy programmes
* assist with planning cycle
* clerical/admin support for teacher/department
 | **Working under guidance****Delivering learning*** involved in whole planning cycle
* implement work programmes
* evaluation & record keeping
* cover supervisor
* specialist SEN/subject/other support
 | **Working under an agreed system of supervision/manage-ment****Delivering learning****Specialist knowledge resource*** lead planning cycle under supervision
* delivering lessons to groups/whole class
* management of other staff
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| **Teaching Assistant Behaviour/ Guidance** |  |  | **Working under guidance****Delivering learning*** pastoral support
* learning mentors
* behaviour support
* exclusions, attendance
 | **Working under an agreed system of supervision****Manage system/procedures/policy:*** pastoral support
* mentoring/counselling
* behaviour
* exclusions/attendance
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